



Employment Opportunity

About Us:

Inter Tribal Sports is a 501(c)(3) non-profit consortium of more than 20 tribes and tribal organizations whose headquarters is based in San Diego, California. Our service area currently consists of the Native American population in San Diego, Riverside, San Bernardino and Los Angeles counties. ITS serves more than 1,500 youth through programs that promote physical activity, cultural awareness, sportsmanship, self-esteem, education, and delinquency prevention. Coed basketball, softball, soccer, cross country, golf, cheer, and flag football leagues are the foundation of the year-round program, with additional enrichment and prevention activities provided through camps, group outings, cultural gatherings, leadership programs, and special events. Our mission is "Unifying tribal youth and communities through structured athletic programs, while providing necessary resources and developing a strong foundation in native culture, leadership, and wellness."

Position: **Executive Director**

Status: Full Time 40 hours/week (Salaried Exempt)

Location: Inter Tribal Sports headquarters – San Diego State University, San Diego, CA

Summary of position:

Provide leadership and oversight of all aspects of the organization and work directly with Board of Directors, participating Tribes, and funding entities to ensure the success. Develop a strategic plan to advance the organization's mission and objectives and to promote participation, delinquency prevention, financial stability, and growth as an organization. Oversee organization operations to ensure efficiency, quality service, and cost-effective management of resources. Establish and maintain cooperative planning and work relationships with the tribal communities and organizations served by Inter Tribal Sports. Schedule, prepare agenda, prepare Executive Director report, attend, and participate in monthly Board of Directors meetings. Maintain regular correspondence with Board representatives.

Make recommendations to Board for improvements to existing programs and recreation facilities and construction of new facilities on participating reservations. Assist in researching the communities' requirements and interests with regard to league sports and recommend new and revised athletic, wellness, leadership and cultural programs. Work with Board of Directors and financial manager to prepare budget and oversee administer funds and accounts payable, handle equipment estimates and procurement, and provide monthly and annual financial reports to the Board. Work closely with Board of Directors to ensure program needs are met. Administer grant projects and ensure requirements are met through timely submission of required data and reports. Serve as primary contact for general organization business. Prepare, schedule and submit funding proposals to local tribes to ensure adequate functioning of the program and allow for future growth.

Research and prepare grant proposals and applications for government and foundation funding opportunities. Schedule and coordinate with the Executive Board to plan Board of Directors annual planning meeting. Oversee organization operations to ensure efficiency, quality, service. Plan, develop, and implement strategies for generating resources and/or funding for the organization. Identify partnership and collaboration opportunities and direct implementation activities. Research and collaborate with HR Manager to create operational procedures, policies, and standards. Review activity reports and financial statements to

determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions. Evaluate performance of staff for compliance with established policies and objectives of the organization and contributions in attaining objectives. Build a fundraising network using personal contacts, direct mail, special events, and foundation support. Present annual report to Board of Directors, tribal sponsors, and grant-makers, as requested. Direct organization planning and policy-making committees.

Qualifications:

- Bachelor's degree in public administration, recreation management, education, business administration or related field required.
- Experience in strategic planning and execution.
- Knowledge of contracting, negotiating, and change management.
- Experience in formulating policy and developing and implementing new strategies and procedures.
- Ability to develop financial plans and manage resources.
- Ability to analyze and interpret financial data.
- Knowledge of communication and public relations principles and practices.
- Ability to develop and deliver presentations.
- Ability to identify and secure funding/revenue sources.
- Experience in grant writing and administration.
- Work requires professional written and verbal communication and interpersonal skills.
- Familiarity with Native American culture, Tribal Governments, and participant tribes preferred.
- Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies.
- Ability to motivate subordinates and simultaneously manage several projects.
- Five or more years of experience working in athletics administration, recreation, non-profit administration, public administration, or a related area.
- Knowledge of team sport and sports terminology.
- Proficient computer skills including, but not limited to, experience with e-mail, Microsoft Word, Excel, One Note, Publisher and PowerPoint.
- Demonstrated management/leadership experience, to include skills in consensus building.
- First Aid/CPR certification, to obtain within 90 days.
- Must pass drug screening test and criminal background check.
- Work requires willingness to work a flexible schedule and travel.

Native Preference: Inter Tribal Sports, Inc., seeks to employ the most qualified individuals to further its mission. It also recognizes the importance of promoting employment among Native Americans and the unique perspectives and experiences this may offer to the organization. To that end, when making staff decisions including but not limited to hiring, reinstatements, transfers, promotions, layoffs, and workforce reductions, Inter Tribal Sports, Inc., offers a hiring preference to Native Americans who live on or near a reservation. An individual's Native American status, however, is just one factor Inter Tribal Sports, Inc., will consider in making staffing decisions. Any individual seeking to benefit from the policy must provide verification of Native American status in the form of a valid Tribal ID or membership card, Certificate Degree of Indian Blood, or other documentation to be considered for the hiring preference.

Compensation: \$80,000 - \$100,000 per year

Application Deadline: Open until filled

For questions regarding job announcement contact: Amir Rezaeian HR Consultant (Mission Edge)
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Full job description, official application, and application instructions available at www.intertribalsports.org.
Pre-employment drug screen and background check and LiveScan is required.